

# Finance Department

Scott P. Johnson, Director

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**T***o manage, protect and report on the City of San José's financial resources to enhance the City's financial condition for our residents, businesses and investors*

## *City Service Areas*

Strategic Support

### *Core Services*

#### Disbursements

Coordinate payment of the City's financial obligations

#### Financial Management

Manage and protect the City's resources to enhance the City's financial condition

#### Financial Reporting

Provide accurate and meaningful reporting on the City's financial condition

Strategic Support: Analytical Support, Budget/Fiscal Management, Human Resources Management, Contract Administration, Computer Network Services, Administrative Support

# Finance Department

## Department Budget Summary

	2002-2003 Actual 1	2003-2004 Adopted 2	2004-2005 Forecast 3	2004-2005 Proposed 4	% Change (2 to 4)
<b>Dollars by Core Service</b>					
Disbursements	\$ 1,483,729	\$ 1,491,947	\$ 1,476,311	\$ 1,476,311	(1.0%)
Financial Management	4,922,409	6,209,709	5,952,904	6,013,172	(3.2%)
Financial Reporting	1,288,771	1,681,124	1,550,911	1,550,911	(7.7%)
Strategic Support	2,129,926	1,742,161	1,607,982	1,349,685	(22.5%)
<b>Total</b>	<b>\$ 9,824,835</b>	<b>\$ 11,124,941</b>	<b>\$ 10,588,108</b>	<b>\$ 10,390,079</b>	<b>(6.6%)</b>
<b>Dollars by Category</b>					
Personal Services					
Salaries/Benefits	\$ 8,844,617	\$ 9,746,331	\$ 9,453,498	\$ 9,277,094	(4.8%)
Overtime	37,366	51,304	51,304	51,304	0.0%
Subtotal	\$ 8,881,983	\$ 9,797,635	\$ 9,504,802	\$ 9,328,398	(4.8%)
Non-Personal/Equipment	942,852	1,327,306	1,083,306	1,061,681	(20.0%)
<b>Total</b>	<b>\$ 9,824,835</b>	<b>\$ 11,124,941</b>	<b>\$ 10,588,108</b>	<b>\$ 10,390,079</b>	<b>(6.6%)</b>
<b>Dollars by Fund</b>					
General Fund	\$ 7,884,784	\$ 8,755,356	\$ 8,198,991	\$ 8,004,488	(8.6%)
Airport Maint & Opers	52,532	55,670	57,413	57,413	3.1%
Community Dev Block Grant	153,393	164,719	168,898	168,898	2.5%
Conv & Cultural Affairs	39,325	39,154	40,628	40,628	3.8%
Integrated Waste Mgmt	1,063,339	1,267,260	1,281,161	1,278,751	0.9%
Low/Mod Income Hsg	167,415	165,863	170,368	170,368	2.7%
Muni Health Svcs Program	26,805	28,321	29,052	29,052	2.6%
Sewer Svc & Use Charge	417,857	513,167	529,641	528,525	3.0%
Treatment Plant Operating	19,385	21,162	22,352	22,352	5.6%
Capital Funds	0	114,269	89,604	89,604	(21.6%)
<b>Total</b>	<b>\$ 9,824,835</b>	<b>\$ 11,124,941</b>	<b>\$ 10,588,108</b>	<b>\$ 10,390,079</b>	<b>(6.6%)</b>
<b>Authorized Positions</b>	<b>119.00</b>	<b>116.00</b>	<b>109.00</b>	<b>105.00</b>	<b>(9.5%)</b>

# Finance Department

## Budget Reconciliation

(2003-2004 Adopted to 2004-2005 Proposed)

	Positions	All Funds (\$)	General Fund (\$)
<b>Prior Year Budget (2003-2004):</b>	<b>116.00</b>	<b>11,124,941</b>	<b>8,755,356</b>
<hr/> <b>Base Adjustments</b> <hr/>			
<b>One-Time Prior Year Expenditures Deleted</b>			
● Business Tax Amnesty Program		(228,400)	(228,400)
<b>One-time Prior Year Expenditures Subtotal:</b>	<b>0.00</b>	<b>(228,400)</b>	<b>(228,400)</b>
<hr/> <b>Technical Adjustments to Costs of Ongoing Activities</b>			
● Salary/benefit changes and the following position reallocation: - 1.0 Acct Clerk II to Sr. Acct Clerk		244,121	178,772
● General Fund Rebalancing Plan Actions (Approved by City Council 8-26-03, see Appendices for more info and revised in the 2002-2003 Annual Report) - Financial Reporting and Management (2.0 Accountant II, 1.0 Secretary)	(3.00)	(203,917)	(203,917)
● Transfer to Information Technology Department for network support centralization: - 1.0 Network Engineer	(1.00)	(111,513)	(111,513)
● Changes in vehicle maintenance and operations costs		(15,000)	0
● Miscellaneous non-personal / equipment changes		(600)	(600)
<b>Technical Adjustments Subtotal:</b>	<b>(4.00)</b>	<b>(86,909)</b>	<b>(137,258)</b>
<hr/> <b>General Fund 100 Vacant Positions Elimination Plan</b> (Approved by City Council 3-23-04, see Appendices for more info)			
● Senior Account Clerk	(2.00)	(125,222)	(125,222)
● Insurance Analyst	(1.00)	(96,302)	(65,485)
<b>General Fund 100 Vacant Positions Subtotal:</b>	<b>(3.00)</b>	<b>(221,524)</b>	<b>(190,707)</b>
<b>2004-2005 Forecast Base Budget:</b>	<b>109.00</b>	<b>10,588,108</b>	<b>8,198,991</b>

# Finance Department

## Budget Reconciliation (Cont'd.)

(2003-2004 Adopted to 2004-2005 Proposed)

	Positions	All Funds (\$)	General Fund (\$)
<hr/> <b>Investment/Budget Proposals Recommended</b> <hr/>			
<b>Financial Management</b>			
<b>Strategic Support CSA</b>			
- Business Information Management System Lead Project		200,000	200,000
- Finance Administrative Staffing	(1.17)	(117,732)	(105,885)
- Financial Advisory Services		(22,000)	(22,000)
- Recycle Plus Cashiering Services		0	(27,323)
- Administrative Support Staffing Funding Shift		0	(35,322)
<b>Financial Management Subtotal:</b>	<b>(1.17)</b>	<b>60,268</b>	<b>9,470</b>
 <b>Strategic Support</b>			
<b>Strategic Support CSA</b>			
- Finance Administrative Staffing	(1.83)	(177,983)	(147,566)
- Network Support Staffing	(1.00)	(79,689)	(55,782)
- Cellular Telephone Service Cost Efficiencies		(625)	(625)
<b>Strategic Support Subtotal:</b>	<b>(2.83)</b>	<b>(258,297)</b>	<b>(203,973)</b>
 <b>Total Investment/Budget Proposals Recommended</b>	 <b>(4.00)</b>	 <b>(198,029)</b>	 <b>(194,503)</b>
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<b>2004-2005 Proposed Budget Total</b>	<b>105.00</b>	<b>10,390,079</b>	<b>8,004,488</b>
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# Finance Department

## Departmental Position Detail

Position	2003-2004 Adopted	2004-2005 Proposed	Change
Account Clerk II	12.00	11.00	(1.00)
Accountant II	19.00	17.00	(2.00)
Accounting Technician	10.00	10.00	-
Administrative Officer	4.00	2.00	(2.00)
Analyst II	3.00	3.00	-
Deputy Director	3.00	3.00	-
Director of Finance	1.00	1.00	-
Financial Analyst	5.00	5.00	-
Insurance Analyst	2.00	1.00	(1.00)
Investigator Collector	13.00	13.00	-
Network Engineer	1.00	0.00	(1.00)
Network Technician I	1.00	0.00	(1.00)
Office Specialist	6.00	6.00	-
Principal Account Clerk	3.00	3.00	-
Principal Accountant	2.00	2.00	-
Principal Office Specialist	1.00	1.00	-
Program Manager II	1.00	1.00	-
Secretary	2.00	0.00	(2.00)
Senior Account Clerk	17.00	16.00	(1.00)
Senior Accountant	3.00	3.00	-
Senior Analyst	1.00	1.00	-
Senior Investigator Collector	2.00	2.00	-
Staff Specialist	2.00	2.00	-
Staff Technician	1.00	1.00	-
Supervising Accountant	1.00	1.00	-
<b>Total Positions</b>	<b>116.00</b>	<b>105.00</b>	<b>(11.00)</b>